

Coquille Indian Housing Authority
Maintenance Report
July 2024

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
7/2/2024	508	Vacant Unit	Unloaded tools, began filling and sanding holes in walls	KM
7/8/2024	508	Vacant Unit	Painted doors, looked at work to be done	SF
7/9/2024	508	Vacant Unit	Pulled nails and filled holes	KM
7/10/2024	508	Vacant Unit	Filled and sanded drywall holes and cleaned up	KM
7/11/2024	508	Vacant Unit	Removed heater covers and nails in floor, removed door stops and spackled holes, swept floors, took trash to storage shed, cleaned up	KM
7/12/2024	508	Vacant Unit	Walked through units with Platter to check on work being done	SF
7/15/2024	508	Vacant Unit	Unloaded tools from van	KM
7/16/2024	508	Vacant Unit	Filled holes, prepped for paint, removed shelving, sanded sheetrock	KM
7/16/2024	508	Vacant Unit	Painted doors, looked at work to be done	SF
7/22/2024	508	Vacant Unit	Began priming walls	SF
7/23/2024	508	Vacant Unit	Prepped for paint, filled holes in walls and doors, removed blinds	KM
7/23/2024	508	Vacant Unit	Primed walls	SF
7/24/2024	508	Vacant Unit	Primed and painted in unit	SF
7/25/2024	508	Vacant Unit	Painted walls	SF
7/29/2024	508	Vacant Unit	Primed and painted in unit	SF
7/30/2024	508	Vacant Unit	Painted in kitchen and utility room	SF
7/30/2024	508	Vacant Unit	Prepped bathroom for paint and began painting	KM
7/31/2024	508	Vacant Unit	Prepped, painted, cleaned up	KM
Work Orders				
7/18/2024	508	Work Order	Prepped for paint, moved doors, filled and sanded holes in walls	KM
7/31/2024	518	Work Order	Unplugged bathroom sink, replaced smoke alarm batteries	SF
7/18/2024	701	Work Order	Performed interior APM inspection, cleaned refrigerator coils, vacuumed heaters, replaced outlet in master bedroom, replaced drip bowls on range, installed fire extinguishers and fire blanket	SF
7/9/2024	2601	Work Order	Rekeyed locks and deadbolts on three doors	SF
7/25/2024	2602	Work Order	Met HVAC contractor to troubleshoot issue	SF
7/31/2024	2603	Work Order	Repaired leaking toilet valve and replaced washer in toilet	SF
7/30/2024	2607	Work Order	Reviewed issues with resident, installed fire extinguishers and blanket	SF
7/9/2024	2618	Work Order	Installed fire extinguishers, replaced shower head arm extension	SF
7/30/2024	2618	Work Order	Performed Interior APM inspection	SF
7/23/2024	2629	Work Order	Installed fire extinguishers and blanket	SF
7/10/2024	2639	Work Order	Performed interior APM inspection, cleaned refrigerator coils, replaced range hood filter, vacuumed heaters, tightened hinges on doors	SF
7/23/2024	2646C	Work Order	Performed annual inspection, installed fire extinguishers and blanket, repaired window balance in livingroom	SF
7/11/2024	2646D	Work Order	Rekeyed a set of locks for move out inspection	SF
7/12/2024	2646D	Work Order	Performed move out inspection	SF
7/17/2024	2646D	Work Order	Delivered moving boxes	SF
7/22/2024	2646D	Work Order	Performed move out inspection with Platter and Tracey, changed locks	SF

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7/23/2024	2646D	Work Order	Opened unit for Tribal staff	SF
7/24/2024	2646D	Work Order	Opened unit for Tribal staff	SF
7/25/2024	2646D	Work Order	Opened unit for Tribal staff	SF
7/30/2024	2650	Work Order	Met with contractor, checked on siding repair needed	SF
7/16/2024	2659	Work Order	Performed interior APM inspection, installed fire extinguishers	SF
7/23/2024	2666	Work Order	Performed 90-day inspection	SF
Routine Activities				
7/1/2024	Office	Routine	Emptied trash cans, checked oil in backup generator, did paperwork	KM
7/1/2024	Playground	Routine	Cleaned and restocked restroom	KM
7/1/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from back of van, unloaded lawn equipment	KM
7/2/2024	Office	Routine	Completed paperwork	KM
7/2/2024	Playground	Routine	Cleaned and restocked restroom	KM
7/2/2024	Shop	Routine	Gathered fuel slips, emptied trash from back of van and S-10	KM
7/8/2024	Housing Area	Routine	Picked up rent from elders	KM
7/8/2024	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
7/8/2024	Office	Routine	Completed paperwork	SF
7/8/2024	Playground	Routine	Cleaned and restocked restroom	KM
7/8/2024	Shop	Routine	Checked oil in S-10 and van	KM
7/8/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from back of van, unloaded lawn equipment	KM
7/8/2024	Shop	Routine	Unloaded items from van, hauled items and game upstairs, cleaned up, put away tools and supplies	SF
7/9/2024	Office	Routine	Completed paperwork	KM
7/9/2024	Office	Routine	Researched plexiglass for mailbox structures, prepared supply order	SF
7/9/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
7/9/2024	Shop	Routine	Unloaded van, worked on keying equipment	SF
7/10/2024	Office	Routine	Completed paperwork	KM
7/10/2024	Office	Routine	Researched products, met with Marcy and Platter, began putting together a supply order	SF
7/10/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
7/10/2024	Shop	Routine	Organized and put away items, organized box van, learned how to master key Schlage locks	SF
7/11/2024	Office	Routine	Completed paperwork	KM
7/11/2024	Office	Routine	Put together a supply order, met with Anne, completed paperwork	SF
7/11/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
7/11/2024	Shop	Routine	Hooked up trailer, filled water tank, organized items in van, met appliance delivery driver	SF
7/12/2024	Office	Routine	Completed paperwork	KM
7/12/2024	Office	Routine	Watered plants, met with landscape contractor	SF
7/12/2024	Shop	Routine	Moved appliances to new location	SF

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7/12/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from back of van, unloaded lawn equipment	KM
7/15/2024	Office	Routine	Completed paperwork	KM
7/15/2024	Office	Routine	Put together a supply order, researched products, did paperwork	SF
7/15/2024	Playground	Routine	Cleaned and restocked restroom	KM
7/15/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from back of van, unloaded lawn equipment	KM
7/16/2024	Office	Routine	Completed paperwork	KM
7/16/2024	Office	Routine	Researched product, prepared supply order	SF
7/16/2024	Shop	Routine	Emptied trash from back of van and loaded tools	KM
7/16/2024	Shop	Routine	Moved appliances, weedeated along fence	SF
7/17/2024	Office	Routine	Completed paperwork	KM
7/17/2024	Office	Routine	Completed paperwork	SF
7/17/2024	Shop	Routine	Gathered materials and supplies, cleaned out van and loaded	SF
7/17/2024	Shop	Routine	Moved TRC items from office to shop	KM
7/18/2024	Office	Routine	Completed paperwork	KM
7/18/2024	Office	Routine	Took items to shop, completed paperwork	SF
7/18/2024	Shop	Routine	Emptied trash from back of van and S-10, loaded tools	KM
7/18/2024	Shop	Routine	Met delivery driver, put away supply order, met with contractor, unboxed new saw	SF
7/19/2024	Office	Routine	Completed paperwork	SF
7/22/2024	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
7/22/2024	Office	Routine	Researched product, prepared supply order	SF
7/22/2024	Playground	Routine	Cleaned and restocked restroom	KM
7/22/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from back of van, unloaded lawn equipment	KM
7/22/2024	Shop	Routine	Unloaded van, filled water tank, looked into building a table for the chop saw, put away tools and supplies	SF
7/23/2024	Office	Routine	Completed paperwork	KM
7/23/2024	Office	Routine	Completed paperwork	SF
7/23/2024	Shop	Routine	Emptied trash from back of van and S-10, loaded tools	KM
7/24/2024	Office	Routine	Completed paperwork	SF
7/24/2024	Office	Routine	Completed paperwork	KM
7/24/2024	Shop	Routine	Emptied trash from back of van and golf cart, setup flatbed to spray weeds around wash pad, reorganized back of van, put away tools	KM
7/25/2024	Housing Area	Routine	Delivered pest control notices	KM
7/25/2024	Office	Routine	Attended Board meeting, completed paperwork	SF
7/25/2024	Office	Routine	Completed paperwork	KM
7/25/2024	Playground	Routine	Cleaned and restocked restroom	KM
7/25/2024	Shop	Routine	Checked oil in van and S-10, cleaned up work areas	KM
7/25/2024	Shop	Routine	Emptied trash from van and golf cart, filled spray tank, sprayed weeds	KM

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7/25/2024	Shop	Routine	Took out trash, loaded supplies into van	SF
7/26/2024	Office	Routine	Completed paperwork	KM
7/26/2024	Office	Routine	Completed paperwork	SF
7/26/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from back of van, unloaded lawn equipment	KM
7/29/2024	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
7/29/2024	Office	Routine	Completed paperwork	SF
7/29/2024	Playground	Routine	Cleaned and restocked restroom	KM
7/29/2024	Shop	Routine	Moved siding and materials	SF
7/29/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from back of van, put away tools	KM
7/30/2024	Office	Routine	Completed paperwork	KM
7/30/2024	Shop	Routine	Cut and planed some cedar boards for trim	SF
7/30/2024	Shop	Routine	Emptied trash from back of van and loaded tools	KM
7/31/2024	Housing Area	Routine	Dropped off letter for Resident Services	KM
7/31/2024	Office	Routine	Completed paperwork	SF
7/31/2024	Office	Routine	Completed paperwork	KM
7/31/2024	Shop	Routine	Emptied trash from back of van and restocked supplies	KM
7/31/2024	Shop	Routine	Primed cedar trim	SF
Projects				
7/11/2024	708	Project	Determined items to be ordered	SF
7/17/2024	708	Project	Dropped off shelving and supplies	SF
7/19/2024	708	Project	Completed inspection, prepared punch list with Lyman and Platter	SF
7/10/2024	2608	Project	Measured for curtains and rods, worked on rekeying locks	SF
7/11/2024	2608	Project	Cleaned windows, checked on bad glass units and took measurements to order replacements	SF
7/12/2024	2608	Project	Walked through units with Platter to check on work being done	SF
7/16/2024	2608	Project	Took measurements, met with electrician	SF
7/17/2024	2608	Project	Uncrated appliances, brought in dishwasher, installed floor bumpers and light bulbs, replaced two glass units, cleaned up	SF
7/18/2024	2608	Project	Began installing new curtain rods in unit	SF
7/19/2024	2608	Project	Completed inspection, prepared punch list with Lyman and Platter	SF
7/22/2024	2608	Project	Dropped off parts to contractor	SF
7/31/2024	2608	Project	Installed drawer and door handles	SF
7/11/2024	2651	Project	Determined items to be ordered	SF
7/12/2024	2651	Project	Walked through units with Platter to check on work being done	SF
7/17/2024	2651	Project	Met with contractor	SF
7/19/2024	2651	Project	Completed inspection, prepared punch list with Lyman and Platter	SF
Groundskeeping				
7/1/2024	Housing Area	Grounds	Trash pickup	KM
7/2/2024	Housing Area	Grounds	Trash pickup	KM

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7/8/2024	Housing Area	Grounds	Trash pickup	KM
7/8/2024	Housing Area	Grounds	Watered trees and plants, filled water tank several times	SF
7/9/2024	Housing Area	Grounds	Trash pickup	KM
7/10/2024	Housing Area	Grounds	Trash pickup	KM
7/11/2024	Housing Area	Grounds	Trash pickup	KM
7/15/2024	Housing Area	Grounds	Trash pickup	KM
7/15/2024	Housing Area	Grounds	Watered plants	SF
7/16/2024	Housing Area	Grounds	Trash pickup	KM
7/17/2024	Housing Area	Grounds	Trash pickup	KM
7/18/2024	Housing Area	Grounds	Filled water tank, watered plants	SF
7/18/2024	Housing Area	Grounds	Trash pickup	KM
7/19/2024	Housing Area	Grounds	Watered plants	SF
7/22/2024	Housing Area	Grounds	Trash pickup	KM
7/22/2024	Housing Area	Grounds	Watered plants coming up the hill	SF
7/23/2024	Housing Area	Grounds	Trash pickup	KM
7/23/2024	Housing Area	Grounds	Watered plants at Cultural Garden	SF
7/24/2024	Housing Area	Grounds	Filled water tank, watered trees and plants	SF
7/24/2024	Housing Area	Grounds	Trash pickup	KM
7/25/2024	Housing Area	Grounds	Trash pickup	KM
7/26/2024	Housing Area	Grounds	Trash pickup	KM
7/29/2024	Housing Area	Grounds	Trash pickup	KM
7/30/2024	Housing Area	Grounds	Trash pickup	KM
7/31/2024	Housing Area	Grounds	Trash pickup	KM
7/31/2024	Housing Area	Grounds	Watered plants at Cultural Garden	SF
Admin Support				
7/8/2024	Town	Admin	Courier run	KM
7/10/2024	Town	Admin	Courier run	KM
7/15/2024	Town	Admin	Courier run	KM
7/17/2024	Town	Admin	Took new phone to Verizon store to try to recover contacts from old phone, fueled van, dropped off mail	KM
7/18/2024	Town	Admin	Courier run	KM
7/22/2024	Town	Admin	Courier run	KM
7/26/2024	Town	Admin	Courier run	KM
7/29/2024	Office	Admin	Attended AI analysis entrance conference	KM
7/29/2024	Office	Admin	Attended AI analysis entrance conference	SF
7/31/2024	Town	Admin	Courier run	KM
7/31/2024	Town	Admin	Fueled van, picked up grounds fuel and propane for forklift	SF
Staff Time Off				
7/1/2024			Part day PTO	KM
7/1/2024			PTO	SF
7/2/2024			Part day PTO	KM

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7/2/2024			PTO	SF
7/3/2024			PTO	KM
7/3/2024			PTO	SF
7/4/2024			Independence Day holiday	SF
7/4/2024			Independence Day holiday	KM
7/5/2024			Admin leave for Independence Day holiday	SF
7/5/2024			Admin leave for Independence Day holiday	KM
7/8/2024			Part day PTO	SF
7/9/2024			Part day PTO	SF
7/10/2024			Part day PTO	KM
7/12/2024			Part day PTO	KM
7/15/2024			Part day PTO	KM
7/15/2024			Part day PTO	SF
7/16/2024			Part day PTO	SF
7/17/2024			Part day PTO	KM
7/19/2024			Admin leave for birthday	KM
7/22/2024			Part day PTO	KM
7/24/2024			Part day PTO	KM